



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

---

**MINUTES OF THE REGULAR MEETING  
OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
THURSDAY, AUGUST 10, 2017  
STANDING INTERNAL OPERATIONS COMMITTEE REGULAR MEETING 4:00 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**Internal Operations Committee Members**

*Chair Kevin Graves  
Vice-Chair Robert Leete*

- A. ROLL CALL**
1. Call business meeting to order 4:00 p.m. – By Chair Graves.
  2. Roll Call – All Present.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
- None
- C. APPROVED MINUTES**
1. May 4, 2017 Internal Operations Committee DRAFT meeting minutes – Approved.
- D. DISCUSSION ITEMS**
1. Discussion related to a Claims Policy.  
General Manager Davies – Provided the details regarding a Claims Policy not being established as well as the policy being presented covers all types of claims. There was discussion regarding the Claims Policy related to the need of the policy. The recommendation from the Internal Operations Committee is to bring the Claims Policy to the board for adoption.
  2. Discussion related to the Employee Probationary Period.  
General Manager Davies – Provided the Details regarding the Employee Probationary Period related to a 12 month timeframe which will allow time for training and evaluation of the employee. There was discussion regarding the 12 month timeframe of the Probationary Period as well as the title of employment (permanent or regular) after the Probationary Period. The recommendation from the Internal Operations Committee is to discuss with Legal Counsel and bring back to the Internal Operations Committee.
- E. FUTURE DISCUSSION/AGENDA ITEMS**
- Employee Probationary Period.
  - Marijuana Policy.
- F. ADJOURNMENT**
1. The meeting adjourned at 4:20 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 08-11-17

<http://www.todb.ca.gov/agendas-minutes>